

Preserving Family Treasures



Temperature & Humidity



- Store items in a dry, dark, and climate-controlled area of the house (like bedroom closets)
- Do not store items in garages, sheds, basements, or attics
- Avoid extremes in temperature and relative humidity

Handling



- Always handle items with care
- Try to minimize handling when applicable
- Wear archival gloves or make sure your hands are clean

Identify & Label



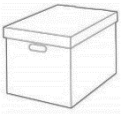
- Use a pencil to carefully write information on the back of photographs
- Create an inventory for your collection
- Identify the who, what, when, and where
- Use full names (avoid things like “Grandpa”)

Protection



- Make copies and distribute them
- Store originals in a safe place
- Display copies instead of originals
- Protect items from dust, light, and handling with archival boxes, folders, and sleeves

Archival Suppliers



- Gaylord – www.gaylord.com
- Archival Methods – www.archivalmethods.com
- Hollinger Metal Edge – www.hollingermetaledge.com
- University Products – www.universityproducts.com

Resources

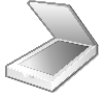


- Library of Congress – www.loc.gov/preservation/care
- National Archives – www.archives.gov/preservation
- Minnesota Historical Society – www.mnhs.org/people/mnngg/stories
- Northeast Document Conservation Center – www.nedcc.org/free-resources/overview

Preserving Digital Memories



Step 1: Digitize



- Digitization does not equal preservation (do not discard the originals after digitizing)
- Images:
 - Resolution: the PPI/DPI that gives you 4,000-8,000 pixels on the longest side of the image
 - Bits (minimum): 8-bit grayscale; 24-bit color
 - Format: TIFF (master file); JPEG (access copy)
- Documents:
 - Resolution: 300 PPI/DPI minimum
 - Bits (minimum): 1-bit bitonal (no images); 8-bit grayscale; 24-bit color
 - Format: TIFF or PDF/A (master file); JPEG or PDF (access copy)

Step 2: Identify & Import



- Determine all the locations where you have digital items (cameras, computers, flash drives, phones, CDs, external hard drives, email, cloud storage, social media, etc.)
- Gather everything into one location (importing them if necessary)

Step 3: Select



- Determine what you want to save (select files that have long-term value)
- Remove duplicates, near duplicates, poor quality items, etc.
- If there are multiple versions of the same item, choose the one with the highest quality

Step 4: Organize



- Give descriptive but brief file names, avoid symbols and spaces, and include the date when applicable (use underscores or hyphens, e.g. Smith_Wedding_1952)
- Add/ tag as much information to your files as you can (identify the who, what, when, where)
- Create a consistent organizational structure that works for you (by year, by subject, etc.)
- Create an inventory

Step 5: Storage & Backup



- Make copies and store them in different places
- Follow the 3-2-1 rule (3 copies, stored on 2 different media, and 1 copy located off-site)

Step 6: Manage & Preserve



- Check your files annually to make sure they are still accessible
- Plan to migrate your digital archive every few years to new storage media and create new media copies to avoid data loss